

Safety, Security, and Sanitation Audit Guidelines

**North Carolina Department of Transportation
Transportation Mobility and Safety Division
March 10, 2012**

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Note

Specific criteria and items listed in these guidelines are taken from the [NCDOT Safety Policy and Procedure Manual](#), the [NCDOT Workplace Safety Manual](#), [29 CFR 1910 \(General Industry Regulations\)](#), [29 CFR 1926 \(Construction Industry Regulations\)](#), and instruction and experiences from NCDOT's Safety and Risk Assessment Unit.

I. Facility Audits

1. Health and First Aid

- a. Certified CPR and first aid assistance available
 - Certified CPR and first aid assistance should be readily available (on site or within five minutes from the site)
 - Locations housing at least 150 employees should have a stocked first aid room
 - Reference: NCDOT SPP# 1910.151
- b. First aid kit – conspicuous and accessible
 - First aid kits should not be blocked by furniture, etc.
 - First aid kits should be marked with a wall sign (green cross on a white background)
 - At least one first aid kit should be available for every 50 people
 - At least one first aid kit should be available on every floor
 - Reference: NCDOT SPP# 1910.151
- c. First aid kit – fully stocked
 - 24 unit kit including a first aid manual and the following supplies:
 - a. 4x4 bandage compress (two boxes)
 - b. 3x3 gauze pads
 - c. 44” triangular bandages (two boxes)
 - d. 4”x5 yard gauze bandage
 - e. ½”x2.5 yard adhesive tape
 - f. Sting kill swabs
 - g. 1” adhesive bandages (two boxes)
 - h. Eyewash kit
 - i. Instant cold pack
 - j. Triple antibiotic ointment
 - k. Rescue breather and gloves
 - l. Disposable gloves
 - m. Rescue blanket
 - n. Burn spray
 - o. Alcohol wipes
 - p. Ammonia inhalants
 - q. Scissors
 - Reference: NCDOT SPP# 1910.151

d. First aid kit – expiration dates not reached

- Sting relief swabs, triple antibiotic ointment, aromatic ammonia inhalants, eye dressing packets, and burn spray packets all have expiration dates and must be replaced on or before they expire
- Instant cold packs do not have an expiration date, but the liquid can leak into the granule compartment over time making the pack unusable (if you hear both granules and liquid while shaking the pack it is still good)

e. First aid kit – number

- Some first aid kits are numbered so that their location and expiration dates can be monitored from a central location
- This is primarily done for Regional Traffic Engineering offices and vehicles

f. Hazardous materials – properly identified and stored

- Hazardous materials should be properly identified with warning labels or placards
- Hazardous materials should be stored in their original containers or in containers specifically designed and manufactured for the material
- All storage containers should be clearly marked as containing hazardous materials and have warning labels or placards
- Reference: NCDOT SPP# 1910.1000, 1910.1200

g. Potable water

- Potable water is available for drinking, washing, and cleaning
- Reference: NCDOT SPP# 1910.141

h. MSDS complete, current, and accessible

- MSDS = “Material Safety Data Sheet”
- MSDS should be present for each chemical used in the workplace
- MSDS should be current for each chemical
- MSDS should be posted, conspicuous, and easily accessible
- Reference: NCDOT SPP# 1910.1000, 1910.1200

i. Ergonomic issues addressed

- New or unresolved ergonomic issues should be forwarded to the appropriate Unit Safety Coordinator

j. Designated smoking area

- If present, it should be located outside at least twenty feet from any building entrances
- If present, it should be located away from hazardous and flammable materials, or storage areas for these materials

k. General noise levels

- Maximum exposure level for an 8-hour work cycle is an 85 decibels Time Weighted Average (TWA)
- Reference: NCDOT SPP# 1910.95

l. CO detectors

- If present, they should be in working order
- If present and battery operated, they should have their battery replaced every six months

2. *Fire Protection*

- a. Evacuation plan – posted and understood
 - Evacuation plans are to be posted in a conspicuous location
 - Evacuation routes and emergency contact information should be clearly listed
 - Evacuation notebooks (Greenfield Facility) should have current information on Safety Coordinators and employee work schedules
 - Reference: NCDOT SPP# 1910.38
- b. Evacuation plan – primary and alternate meeting places
 - Evacuation plans should have primary and alternate meeting places listed
 - Reference: NCDOT SPP# 1910.38
- c. Extinguishers – charged and inspected
 - 1. Hose is in good condition (if cracked or split, replace extinguisher)
 - 2. Charge is good (replace if overcharged or undercharged)
 - 3. Serviced or replaced annually
 - 4. Inspected monthly
 - 5. Tags are present (monthly inspection, annual service)
 - 6. Brackets are in good condition
 - 7. Reference: NCDOT SPP# 1910.157
- d. Extinguishers – conspicuous and accessible
 - Extinguishers can not be on floors
 - Extinguishers are present at marked locations
 - Extinguisher locations are marked
 - Reference: NCDOT SPP# 1910.157
- e. Extinguishers – visible from at least 3 feet
 - Extinguishers should be visible from a distance of at least 3 feet
 - Reference: NCDOT SPP# 1910.157
- f. Extinguishers – wall markings visible from at least 25 feet
 - Wall markings should be visible from a distance of at least 25 feet
 - Reference: NCDOT SPP# 1910.157

g. Sprinkler System

- Sprinkler heads and locations should not be blocked
- Escutcheon plates should be present
- System should be inspected annually
- Reference: NCDOT SPP# 1910.157

h. Fire alarms, emergency lights, evacuation signs

- Fire alarms should be checked annually
- Emergency lights are in working condition
- Emergency lights should be checked monthly (breakers or test buttons can be used)
- Reference: NCDOT SPP# 1910.38

i. Exits – clearly marked, open outward, and accessible

- Exits are unobstructed, unlocked, and clearly marked
- Exits open outward
- “Exit” signs are provided and conspicuous
- Battery powered “Exit” signs are in working condition (use test button to check)
- Exit pathways are unobstructed
- References: NCDOT SPP# 1910.38, 1910.176

j. Flammable materials – properly identified and stored

- Flammable materials should be conspicuously marked and identified
- Flammable materials should be stored in a fire-resistant cabinet
- Reference: NCDOT SPP# 1910.106

k. Flammable materials – “no smoking” signs

- “No Smoking” signs must be conspicuously posted in buildings and areas where smoking is prohibited, especially near flammable materials
- Reference: NCDOT SPP# 1910.106

l. Smoke detectors (replace batteries)

- If present, they should be in working order (use test button to check)
- If present and battery operated, they should have their battery replaced every six months

3. *Extreme Weather Protection*

- a. Emergency plan – posted and understood
 - Should cover tornadoes, thunderstorms, straight line winds, etc.
 - Plans are to be posted in a conspicuous location
 - Plan should include safety coordinator contact information
 - Reference: NCDOT SPP# 1910.38
- b. Emergency plan – primary and alternate meeting places
 - Plan should include primary and alternate meeting sites
 - Reference: NCDOT SPP# 1910.38
- c. Alternate alarm system (whistles, etc.)
 - Alternate alarm systems are desired, but not mandatory, to alert employees to adverse weather conditions that require implementation of the emergency plan
 - Alternate alarm systems may consist of whistles, compressed air horns, or any other items that will get the attention of multiple employees at the same time
 - Use of a fire alarm is not desired for these purposes as employees may exit the facility and be exposed to adverse weather conditions

4. Security

- a. Keycard system and/or manual locks
 - All entrances, except for continuously monitored public entrances, should be locked at all times and only accessible with keys or keycards/badges
- b. Doors and windows
 - Doors should be secured at all times except during normal business hours (see item “a” above)
 - Doors should have manual locks regardless of any keycard system
 - Windows should have manual locks or other locking mechanisms
- c. Security guards
 - If present, a security guard station should be continuously monitored
 - If present, security guards should patrol both inside and outside the facility
- d. Equipment secured (where applicable)
 - All unused expensive equipment (digital cameras, lap tops, projectors, etc.) should be stored and locked when unattended
- e. Exterior lighting (doors, stairs, parking areas, etc.)
 - Area lighting or other external lighting should be sufficient to illuminate external doors, stairs, sidewalks, gates, and parking areas so as to eliminate shadows and dark spots that could conceal tripping or other hazards and/or unauthorized individuals
- f. Visibility
 - Doors, stairs, sidewalks, gates, and parking areas should be clearly visible during both daylight and nighttime hours
 - Vegetation and landscaping should be trimmed so as to eliminate shadows, dark spots, and blind spots that could conceal tripping or other hazards and/or unauthorized individuals
- g. Wayfinding (address, buildings clearly marked)
 - Street addresses, door numbers, etc. should be conspicuous during both daylight and nighttime hours so that emergency personnel can locate the facility

- h. Emergency numbers posted (fire, police, NCDOT, TEB, TSU)
 - Emergency numbers are posted on or near each telephone and are conspicuous
 - Posted numbers should include the outside line digit (such as 9-911 or 8-911)
 - Posted numbers should include numbers for the local police and fire departments as well as Division and Department Safety Coordinators
 - Reference: NCDOT SPP# 1910.151
- i. Fences and gates
 - If provided, fences should be of sufficient height to deter most individuals from climbing them.
 - If provided, gates should be closeable and lockable.
- j. Security badges – worn and visible (waist or higher)
 - Employee security badges, or an equivalent, must be worn and visible at all times
 - Reference: NCDOT ID Badge policy
- k. Computer back-ups
 - Electronic data should be backed up on a regular basis
 - Backed up electronic data should be stored off site

5. *Equipment*

a. Equipment and hand tool condition

- Tools or handles are not cracked, deformed, or broken
- Impact tools (wedges, pins, chisels, etc.) do not have mushroomed heads
- Power tools (including drill presses, hand drills, soldering irons, etc.) do not have broken or missing guards, nicked or frayed electrical cords, broken plugs, broken switches, or damaged housings
- Measuring wheels, ball bank indicators, etc., are in good condition
- Hand carts, push carts, motorized hand trucks, and other material moving equipment is in good condition
- Personal protective equipment is provided and in good condition, where appropriate
- Radar guns are maintained at 100% performance of operation
- Hand held radios or telephones do not have damaged cases, antennae, or loose or missing components
- Ladders should be inspected quarterly and should not be damaged, have missing rungs, sharp edges, or pinch points
- Reference: NCDOT SPP# 1910.212, 1910.241, 1910.97, 1910.25

b. Equipment and hand tool storage

- Tools (including drills, screwdrivers, soldering irons, etc.) are stored on racks, tool cribs, or in bins
- While in storage, sharp edges do not protrude out of storage locations or damage other tools
- Specialty tools are stored according to the manufacturer's instructions
- Hand carts, push carts, motorized hand trucks, and other material moving equipment is stored properly and out of the way when not in use
- Reference: NCDOT SPP# 1910.212, 1910.241

6. *Lighting and Illumination*

a. Offices, stairs, hallways, bathrooms

- Offices, stairs, hallways, and bathrooms should have sufficient lighting to illuminate all areas
- Enclosed areas (bathrooms, stairs, etc.) should be illuminated during power outages
- Reference: NCDOT SPP# 1926.56

b. Glare or eye strain

- Too much light is present if reflections are visible on computer screens/monitors
- Headaches can be an indication of glare or eye strain
- Reference: NCDOT SPP# 1926.56

c. All bulbs are working

- All fixtures and bulbs are working
- Reference: NCDOT SPP# 1926.56

7. *Systems and Electrical*

- a. Wall outlets, surge protectors, GFCIs
 - Extension cords are not allowed (except for temporary use)
 - Cover plates should be present and not be cracked or broken
 - Cords, wiring, and insulation should not be cut, frayed, taped, cracked, or have loose connections
 - Check all cords, wiring, and surge protectors (including behind furniture, file cabinets, etc.)
 - Ground fault circuit interrupters (GFCIs) are used where appropriate
 - Materials are not stored within three feet of electrical equipment
 - Electrical breakers are not being affected by plugged in items
 - Space heaters (if present) are in good condition
 - References: NCDOT SPP# 1910.137, 1910.301
- b. Equipment is grounded (where appropriate)
 - Ground prongs are present (where applicable)
 - Ground fault circuit interrupters (GFCI) should be used on signal cabinets or in wet locations
 - Employees use nonconductive hardhats, gloves, boots, and insulated equipment where needed
 - Guards, insulation, and “High Voltage” signs are provided where needed
 - Parts and equipment exceeding 50 volts are de-energized prior to being worked on
 - References: NCDOT SPP# 1910.137, 1910.147, 1910.301
- c. HVAC
 - Provide adequate fresh air flow in work area. (10-12)
 - Piping for steam/air should be in good condition (and insulated if outside, or inside near exterior walls)
 - Filters, intakes, and conduits should be clean and unblocked
- d. Panel boxes have covers and doors
 - Current transformer (CT) cabinets, potential transformer (PT) cabinets, meter enclosures, and other exterior electrical service equipment is tagged or padlocked
 - Materials are not stored within three feet of electrical panels
 - Reference: NCDOT SPP# 1910.301
- e. Circuit breakers clearly marked
 - Breakers are marked so they may be used to test emergency lighting
 - Breakers are marked so they may be tripped in case of an electrical fire

8. *General Area*

a. Floors, walls, and ceilings

- Look for carpet pulling up or fraying, tile pulling way, etc. If carpet is fraying, just cut frayed pieces off.
- Special purpose flooring- Check non-skid floor
- Check for water damage
- Floors are kept dry
- Wet floor signs are used where needed
- Reference: NCDOT SPP# 1910.141

b. Aisles and passageways

- Hallways, aisles, and passageways should be clear from debris or obstructions

c. Stairs, railings, and landings

- Stairs, railings, and landings are in good condition, have non-slip surfaces, and are clear of debris or obstructions

d. Neatness and organization

- The general area should be neat and organized

e. Overhead clearances

- There are no items hanging from, or attached to, the ceiling that could strike someone's head
- Employees do not have to stoop to move around
- There are no items hanging from, or attached to, the ceiling that could interfere with sprinkler heads

f. Furniture

- Desks, tables, and other furniture is in good condition (no broken legs, drawers, etc.)
- If chairs have wheels and/or arms, they are in good condition and working order (not cracked or broken)

g. Large or tall furniture or equipment secured

- Furniture, equipment, storage cabinets/containers, or other items taller than five feet are secured so they can not fall over

9. *Sanitation and Housekeeping*

a. Floors

- Areas should not be cluttered
- Door mats and wet floor signs are available for slippery areas
- Floors should be clean and dry
- Reference: NCDOT SPP# 1910.141

b. Waste Disposal

- Areas should be neat and clean and have no excess waste
- Waste receptacles don't leak, are clean and sanitary, and are not overfilled
- Trash can liners removed daily or covered
- Contaminated materials are in sealed containers
- Reference: NCDOT SPP# 1910.141, 1910.1030

c. Recycling – containers and frequency

- Recycling containers don't leak, are clean and sanitary, are emptied on a regular basis, and are not overfilled

d. Vending Machines

- If present, vending machines are clean and maintained in working order
- If present, vending machines are posted with a contact number for the vendor

e. Cafeteria or break room area

- Refrigerators, microwaves, ovens/stoves, ice machines should be kept in a sanitary condition
- Floors, counters, and tables should be clean and dry
- Reference: NCDOT SPP# 1910.141

f. Rodent, insect, vermin control (inside and outside)

- Areas should be free of rodents, insects and vermin
- If rodents, etc., are present, is there an extermination program?
- Reference: NCDOT SPP# 1910.141

g. Cleanliness (inside and outside)

- The area is generally clean

h. Vegetation

- Vegetation and landscaping is maintained so it does not impede movement or interfere with visibility (day or at night)

10. Bathrooms

a. Stalls

- Provided where multiple users are allowed in the same facility
- Urinals may be provided if women will not use the facility
- Separate facilities for each gender need not be provided if the facility can only be occupied by one individual and can be locked from inside
- The minimum number of water closets (stalls) for each gender are as follows:
 1. 1 to 15 employees 1
 2. 16 to 35 employees 2
 3. 36 to 55 employees 3
 4. 56 to 80 employees 4
 5. 81 to 110 employees 5
 6. 111 to 150 employees 6
 7. Over 150 employees 1 additional stall for each additional 40 employees
- Reference: NCDOT SPP# 1910.141

b. Supplies – adequate and accessible

- Hand soap, hand towels, and toilet paper are stocked, available, and accessible

c. Sinks, toilets, and urinals

- Sinks, toilets, and urinals are clean and in working condition
- Drains and toilet/urinal discharge pipes are not clogged
- Reference: NCDOT SPP# 1910.141

d. Hot water, soap, and towels

- Hot and cold water running water should be available
- Hand towels (cloth or paper), warm air blowers, or clean sections of continuous cloth are provided
- Hand soap or similar cleansing agent is available
- Reference: NCDOT SPP# 1910.141

e. Privacy

- Doors and walls/partitions of sufficient height are provided
- Reference: NCDOT SPP# 1910.141

f. Cleanliness

- Floors are clean and dry
- Waste containers are maintained in a sanitary condition, not overfilled, and emptied on a regular basis
- Waste containers (trash cans or bins) are decontaminated on a regular basis
- Reference: NCDOT SPP# 1910.141, 1910.1030

11. Other/Miscellaneous

a. Mandatory labor laws and NCDOT policies posted

- Employee Assistance Program (program/pamphlet)
- Certificate of Coverage for and Notice to Workers as to Benefit Rights (Form NCEC 524)
- North Carolina Workplace Laws – Safety and Health on the Job (NCDOL)
- OSH Notice to Employees (NCDOL)
- Wage and Hour Notice to Employees (NCDOL)
- Employee Grievance Policy and Procedures (NCDOT)
- Employee Relations Section/Employee Relations Representative (NCDOT)
- Equal Employment Opportunity Policy Statement (NCDOT)
- Equal Employment Opportunity Rights (NCDOT)
- Mediation Policy (NCDOT)
- Mediation Program pamphlet (NCDOT)
- Sexual Harassment is Prohibited (NCDOT)
- Title VI Policy Statement (NCDOT, Civil Rights and Business Development)
- Workers Compensation Notice (NCIC Form No. 17)
- The Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Employee Polygraph Protection Act (USDOL WH Publication 1462)
- Employee Rights Under the Fair Labor Standards Act (USDOL WHD Publication 1088)
- Equal Employment Opportunity is The Law (USDOL OFCCP Publication 1420)
- Family Medical Leave Act of 1993 (USDOL WH Publication 1420)
- OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) for previous year (if between February 1 and April 30 of each year)

b. Other

- Compressed gas cylinders are secured in an upright position in a safe, dry, well-ventilated place away from electrical outlets; cylinders are stored on a level fireproof floor and protected from weather extremes; empty cylinders are marked and stored separately from full cylinders; cylinder cap, valves, collars, and other moveable parts are visually in good condition; cylinder body is free from cuts and dents
- Back protection is available and used (where applicable)
- Ventilation (hoods, exhaust, ducts, fans) are in working order

- References: NCDOT SPP# 1910.001, 1910.101, 1910.147, 1910.25, 1910.94

II. Vehicle Audits

1. General Condition

- a. Inspection and registration
 - Inspection should be current
 - Registration should be current
 - Driver should be licensed
- b. Accident reporting kit
 - An “accident reporting kit” should be available in every state vehicle, and every personal vehicle approved for state use.
- c. Visible condition
 - Windshield wipers should be in good condition
 - Side view mirrors should be in good condition
 - Seat belts should be in working order
 - Tires are in good condition
- d. Performance (driver complaints – state vehicles only)
 - Report any performance issues relayed by the various users of the vehicle.
 - Maintenance issues are addressed
- e. Cleanliness
 - Interior should be clean (switches, dials, gauges, equipment should be accessible)
 - Exterior should be clean (except in draught condition), including windows, headlights, and taillights
 - Objects should be secured to prevent them from falling on the floorboard
- f. Doors and windows
 - Doors should lock and unlock
 - Windows should go up and down

2. *Equipment*

- a. Measuring wheel
 - If present, equipment should be in good working order.
- b. Strobe lights
 - If present, equipment should be in good working order.
- c. Distance meter
 - If present, equipment should be in good working order.
- d. First aid kit
 - Same specifications for any other first aid kit. See subsections 1b, 1b, and 1c in Part I (Facility Audits).
- e. Ball bank
 - If present, equipment should be in good working order.
- f. Slope meter
 - If present, equipment should be in good working order.
- g. Camera
 - If present, equipment should be in good working order.

3. *Personal Protective Equipment (PPE)*

- a. Safety vests
 - Each person and/or vehicle should have a minimum of two (2) vests.
 - Vests should be acceptable by NCDOT standards (type II or type III).
- b. Head protection
 - If present, equipment should be in good condition.
- c. Hand protection
 - If present, equipment should be in good condition.

d. Foot protection

- If present, equipment should be in good condition.

e. Hearing protection

- If present, equipment should be in good condition.

f. Eye protection

- If present, equipment should be in good condition.

g. Insect and tick protection

- If present, should not be expired.

h. Poisonous plant protection

- If present, should not be expired.

i. Sun protection

- Hats or other equipment should be in good condition.
- If present, sunscreen should not be expired.

4. *Other/Miscellaneous*

a. First aid kit (number)

- NO LONGER USED.

b. Other

- List and explain as needed.

III. Work Site Audits

1. Work Activity

- Check all that apply.
- Codes correspond to NCDOT Workplace Safety Manual safe operating procedures (SOPs).
- Internal (TMSD) SOPs shall be located in TEPPL W-32.

2. Personal Protective Equipment (PPE)

a. Safety vests

- Each person and/or vehicle should have a minimum of two (2) vests.
- Vests should be acceptable by NCDOT standards (type II or type III).

b. Head protection

- If present, equipment should be in good condition.

c. Hand Protection

- If present, equipment should be in good condition.

d. Foot protection

- If present, equipment should be in good condition.

e. Hearing protection

- If present, equipment should be in good condition.

f. Eye protection

- If present, equipment should be in good condition.

g. Insect and tick protection

- If present, should not be expired.

h. Poisonous plant protection

- If present, should not be expired.

i. Sun protection

- Hats or other equipment should be in good condition.
- If present, sunscreen should not be expired.

j. Elevated protection

- Includes harnesses and lanyards.
- If present, equipment should be in good condition.

k. Seat belts

- Should be lap and shoulder restraints.
- Should be in good condition.

3. *General Equipment*

a. Back-up alarms

- If present, equipment should be in good condition.

b. Strobe lights, light bars, portable beacons

- If present, equipment should be in good condition.

c. Equipment and hand tool condition

- If present, equipment should be in good condition.

d. Equipment and hand tool storage

- If present, equipment should be stored to protect it from the elements (where applicable) and so that it does not come loose in case of a collision.

e. Warning signs

- If present, equipment should be in good condition.

f. Cones

- If present, equipment should be in good condition.

- g. Extinguishers – charged and inspected
 - If present, extinguishers should be charged.
 - If present, extinguisher tags should have annual service and monthly inspection information (dates and/or signatures).
- h. Extinguishers – conspicuous and accessible
 - If present, extinguishers should be conspicuous and accessible.
- i. Equipment is grounded or insulated
 - If applicable, equipment should be grounded.

4. *Other/Miscellaneous*

- a. Tailgate safety meeting
 - If more than one employee is present, was a tailgate safety meeting held to discuss safety issues, potential risks, and possible abatements?
- b. Spotters
 - If necessary, are spotters posted?
- c. Visibility
 - Is it sufficient for the required work?
- d. Lighting – ambient
 - Is it sufficient for the required work?
- e. Lighting – artificial
 - If present, is it sufficient for the required work?
- f. Other
 - List and explain as needed.

5. *Health and First Aid*

- a. First aid kit – conspicuous and accessible
 - Same specifications for any other first aid kit. See subsections 1b, 1b, and 1c in Part I (Facility Audits).
- b. First aid kit – fully stocked
 - Same specifications for any other first aid kit. See subsections 1b, 1b, and 1c in Part I (Facility Audits).
- c. First aid kit – expiration dates not reached
 - Same specifications for any other first aid kit. See subsections 1b, 1b, and 1c in Part I (Facility Audits).
- d. Hazardous materials – properly identified and stored
 - If present, are hazardous materials properly labeled and stored?
- e. Potable water
 - For work activities of a long duration, especially during hot and/or humid days, is potable drinking water provided or available?
- f. Bathroom facilities
 - For work activities of a long duration are bathroom facilities provided or available?
- g. Breaks
 - For work activities of a long duration, especially during hot and/or humid days, are frequent breaks taken/provided?
- h. Other
 - List and explain as needed.